FSCS Steering Committee Meeting
Wyndham Bristol Hotel
Washington, DC
June 7 - 9, 1999

Attending:
FSCS Steering Committee:
Dianne Carty, Chair; Lynn Shurden, Vice Chair; Adrienne Chute, Darla Cottrill, Denise
Davis, Elaine Kroe, Keith Lance, Libby Law, Mary Jo Lynch, Paul Planchon, Sondra
Taylor-Furbee, J.D. Waggoner, Barratt Wilkins, Robert Willard, Alan Zimmerman.

NCES: Jeffrey Williams

NCLIS: Kim Miller and Jack Hightower (Commissioner-Designee)

IMLS: Michelle Farrell (Monday) & Karen Motylewski (Tuesday) represented Jane
Carol-Heiser and Elizabeth Sywetz.

Census: Kathy Chamberlain, Michael C. Freeman, and Patricia Garner

NCLIS Updates:
Bob Willard introduced Denise Davis, Director, Statistics & Surveys, Library Statistics
Program. Denise Davis was given a warm welcome to the Steering Committee. This is
now a full time position. Bob Willard also reported that there are two vacancies on the
Commission and that 3 terms are scheduled to expire shortly. He introduced Jack
Hightower who has been nominated to the Commission. The NCLIS annual report was
distributed. Mr. Willard reported on the Bertot's Internet study: "Moving Toward More
Effective Public Internet Access" which was distributed and work with GPO on standards
and formal electronic publications access to government publications. The hearing on
kids and the Internet is entering phase 3, policy issues. The next hearing will be held on
July 8 to address access by people with disabilities. Mr. Willard reported on work with
IMLS to review leadership proposals, attending future annual IFLA meetings, and status
of the Sister Libraries Program. Future Internet studies will focus on beneficiaries of e-
rate using the same sample. NCLIS is actively pursuing an adequate budget; using
inflation rates to support need for additional funds, and anticipates a significant budget
increase.

NCES Update:
Paul Planchon reported on changes at NCES. Pat Forgione has resigned effective June
21. The acting commissioner will be announced. There is hope that a new commissioner
will be appointed to a 4-year term. The FY2001 budget proposal reflects Pat Forgione's
support for the library statistics program. The peer search tool is well underway, the
Westat Geocode Project and the Westat Trend Report continue. Vicki Agee, a
professional indexer/librarian, is working on the multi-survey matrix. It should be

available for review in September. A panel will review the tables for the network/cooperative survey (FY97). The schedule of library surveys is:

       Public Library Survey - Annual
       Academic Library Survey - Annual
       Federal Library Survey - ?
       Network & Cooperative Survey - 5 years
       State Library Survey - Annual

Other Updates:

Mary Jo Lynch reported on the Project for School Age use of Public Libraries. It was distributed and is on the web: www.ala.org/plpyd. FSCS was used for a selective sample: eliminate libraries serving populations of < 5000, include all libraries serving populations of >100,000, and include libraries meeting established criteria (serving populations between 5,000 and 100,000, have at least one MLS and 2 FTE, open 40 hours a week, and an expenditure of $100,000 or more.)

Adrienne Chute questioned the distribution of EdTABS to each library. After a brief discussion the group recommended continued distribution of copies to each administrative entity. This completes the circle.

WinPlus Update:

Mike Freeman demonstrated WinPlus. He pointed out some Windows95 quirks. There will not be an option to import ACCESS files this year. The software and manual are scheduled to be distributed June 21 with a deadline of August 15 for submission of data.

Peer Search Tool:

Paul Planchon and Mohammed demonstrated the Public Library Peer Search Tool. This was followed by an opportunity for hands-on trial. This is available on-line for test   - www.nces.ed.gov/reepbilbup/ The user id is testgroup and the password is passcard.

Policy and Related Issues:

The issue of state representation of the annual training workshop was discussed (Proposed Policy for Reimbursement of Travel to Annual FSCS Workshop). The general consensus was that the Chief Officer of the State Library is responsible for identifying the individual who will represent their state. If someone other than the SDC is to represent the State, written authorization is needed from the Chief Officer. Only the official representative for the state will have a vote on issues during the annual workshop.

The possibility of changing the name of FSCS was discussed. No decision was made.

Territory data submission status was reviewed. Adrienne Chute will report on legal and policy mandates for collecting data from the territories at the September Steering Committee meeting. Issues include: the significance of public library data from the territories, the lack of submission of usable data previously (only two territories have submitted data previously), does territory data meet the FSCS definition of public library (see Action Plan; Purpose of FSCS)?

COSLA Resolution:
Barratt Wilkins reported on the COSLA Resolution for collection of data at the local level in electronic format and his discussion with Paul Planchon. There was a general consensus that electronic data collection at the local level is the missing link in the process and that every effort needs to be made to support electronic data collection at the local level.

The issue of lack of timely responsiveness of annual data was discussed. Various methods of addressing this issue were discussed. During this discussion the StLAS survey response was also discussed. One suggestion was having representatives from FSCS attend a COSLA meeting to report on the history, how FSCS data is being used, and encourage timely data submission. Barratt Wilkins will contact David Price (WV) about making a presentation on value of data at COSLA.

The subcommittee expressed the desire to have more participation by COSLA at the annual workshop Since the StLAS Steering committee is scheduled to meet immediately after the FSCS Steering Committee meets in September, the Chief Officers who serve on the StLAS Steering Committee will be invited to meet with the FSCS Steering Committee on Wednesday morning.

Other Reports:
There was a full committee discussion of Vendor attendance at workshops. The general consensus was that the meeting is open to anyone, however participation during discussion is limited to official participants (SDC's, Steering Committee Members representing NCES, IMLS, NCLIS, ALA, and invited participants). This information is to be included as ground rules in new SDC training and conveyed to all at the opening session.

There was a discussion of inquiries about public library construction and if expenditures for construction should be added to the data collected. No decision was made.

Al Zimmerman reviewed the evaluations of the 1999 Annual Workshop. Overall average between 4-5 with 5 as highest rating. He then presented initial plans for the 2000 Annual Workshop. See Subcommittee Report for details. There was a brief discussion about having an evening session at the 2000 Annual Workshop in order to provide some free time during one afternoon. The general consensus was to have evenings free and to hold meetings from 9:00 – 5:00 p.m.

A note is to be added to the electronic access chart: "In many cases the cost of electronic access is paid in part or in whole for all libraries in the State" OR "This reflects only the expenditures made from the library budget and does not reflect expenditures made at the State or regional levels."

Denise Davis addressed a few of her concerns: 1) Not enough specific electronic/technical questions. Maybe not get 100% response at first but eventually

libraries ought to be capable of supplying the data. 2) Review the issue of library staff with other than the ALA/MLS. 3) How is data for services to the blind handles. 4) Implications of use of edit checks at the local level. 5) Identification of a grouping of states to survey for a quick snapshot picture needed for policy issues.

Issues to be addressed in September:
Discussion with COSLA representatives to identify training topics WEB site archiving – frequently asked questions Prototype of matrix of federal library surveys Laws, regulations, policies regarding inclusion of territories On-going definition issues Column headings for data on WEB – Darla Cottrill and Denise Davis will prepare this.

The schedule of future meetings:
September 20-22, 1999 – Crystal Gateway, Arlington, VA
December 6- 8, 1999 – Wyndham Bristol Hotel, Washington, DC
March 26-29, 2000 workshop – Menger Hotel, San Antonio, TX
June 5-7, 2000 - (location to be determined)
September 11-13, 2000 - (location to be determined)
December 4-6, 2000 - (location to be determined)

Subcommittee Reports:

Data Collection Subcommittee: Darla Cottrill, Chair
[notes included in the main meeting minutes]

Data Elements Committee: J.D. Waggoner, Chair
Attending: Al Zimmerman, Libby Law, Keith Lance, Lynn Shurden, Adrienne Chute, Mary Jo Lynch, and Johnny Monaco.

Data items discussed:

Attendance Vs Visits. The term Visits is to be used in all documents. This is an editorial clean up and requires no vote.

Number of Central Libraries. Definition will be changed to allow response of "0" or "1" only. Keith will write the Rational, Pro's and Cons to accompany the vote.

Number of Users of Electronic Resources in a typical week changed to Number of Uses of Electronic Resources in a typical week. There was a discussion of whether or not to include on-line catalogs, collection of hits VS users, and the level of burden required for collecting this data. Iowa and Indiana collected Electronic Resource data last year. J.D. Waggoner contacted Gerry Rowland (Iowa) and received copies of the survey form that was used in Iowa. (Note: Iowa developed a user survey to identify electronic resources used. The survey asked each visitor to "Check if you use any of these electronic resources during your visit: Internet, Online library catalog, Other electronic resources (electronic encyclopedia, data base search) J.D. Waggoner will contact Bobbie Brooker

(Indiana) about how their data collection went last year. Barratt Wilkins expressed COSLA's interest in data that shows the impact of Internet access to information. Other issues discussed were: Access to information by those who do not have computers at home and access to information from home by those with computers at home. This was followed with a discussion of counting the number of hits, files downloaded, user sessions, and pages viewed. Keith Lance is to review the literature to identify what is currently possible to count and how it can be collected. The general consensus is that it is better to collect something than nothing is Mailing address of Administrative Entity and each Outlet. After a brief discussion the committee recommended collecting mailing address for administrative entity but not for each outlet. Those using FSCS data to distribute surveys should mail survey to administrative entity, not the outlet. J.D. Waggoner is to prepare the rationale, pro's and con's for the vote.

Full-text document viewed via commercial databases. There was a discussion of including the phrase fee based and also of including in the rational that the traditional circulation being replaced is periodical and photocopy. Keith Lance will prepare the rational, pro's and con's for the vote.

Full-text commercial document delivery. There was a discussion of including the phrase fee based and also of including in the rational that the traditional circulation being replaced is periodical and photocopy. Keith Lance will prepare the rational, pro's and con's for the vote

The other electronic measure that was discussed was counting electronic services provided through local public libraries by the State of through Consortia. Further discussion is needed on this.

Capital Income/Expenditure. Began discussion of issues of capital expenditures and how to handle the income issue. After a brief discussion this discussion was tabled to be addressed at the September meeting. Libby Law is to contact Naomi Krefman (MI) for proposed wording to reflect Recurring Funds and Non-recurring funds.

A notice soliciting comments about all of the above data items (except Capital Income/Expenditures and Electronic Uses) will be sent to SDC's. The notice will indicate that comments about Electronic Uses will be sent after the September meeting.

Keith Lance presented information on lack of response to Metropolitan Status Code. Mentors will be asked to contact SDC's in their states. Metropolitan Status Code is on the WEB: www.ffiec.gov/geocode/

Data Use: Keith Lance, chair

The subcommittee made some suggestions for changes to the Peer Search Engine and for promoting and training in Peer Search Engine. Promotion included posting on listserv, articles in American Libraries, LJ, and Public Libraries, news releases by NCES and

NCLIS. Training: conference sessions at ALA and PLA, inclusion of power point presentation and handouts for training within states.

The subcommittee also discussed the content and functionality of NCES and NCLIS web sites, a possible name change for FSCS, and better identification of some of the field names.

Discussed keeping county FIP codes and congressional codes up-to-date

Discussed the Fast Response Survey on Adult Library Programming. Suggested some content changes and agreed to send to administrative entity for information about the outlet.

Is the Mentor process working? The general impression is that it is, but the question was not asked last year.

Training Subcommittee: Al Zimmerman, Chair.
Attending: Libby Law, Dianne Carty, Darla Cottrill, Patricia Garner, and Paul Planchon.

SDC's will be surveyed for training needs after the deadline for submitting data.

There was a discussion of rescheduling the March Training Workshop because of the conflicts with PLA and the location for the 2001 Training Workshop. Recommended locations for the 2001 workshop are Alexandria and Central DC (Not Rockville). The Omni Shoram and the Marriott Gateway were mentioned. Recommended time is last two weeks in March. SDC's are to be surveyed for best time to meet.

There was a brief discussion of the role of vendors and whether meetings are "OPEN" or "CLOSED". This issue is to be discussed further with the full Steering Committee.

There was a brief discussion of compiling Frequently Asked Questions and response for the List Serve.

The subcommittee identified several elements to be included in the 2000 Workshop:
♦ Theme will focus on Data Use.
♦ Presentation by NCLIS: Introduction of Denise Davis (at new SDC training and at general training)
♦ Presentation by NCES: Name to be identified later.
♦ COSLA: more involvement, possible a panel presentation
♦ Data Use at the local level
♦ Speakers: Keith Fiels, John Bertot, Thomas Hennen, Arno Loessner (U. of DE) Maps View
♦ GIS Project update

Tentative Schedule:

Sunday night or Monday night: Informal gathering (reception, tour, etc) organized by Texas Library Association (Pat Smith),

Sunday
New SDC Orientation (follow 1999 format)

Monday:
8:00 Registration

9:00 - 9:30 Welcome, Introduction of Candidates
  NCES
  NCLIS - Denise Davis

9:45 - 10:15 Data Quality: Gerry Rowland

10:30 - 11:45 General Session - Economic impact of public library service/value of public library service - Possible speaker: Glen Holt or Mr. Underwood

12:00 - 1:30 Lunch: Keppel and Eckard Awards (Suggestion to have SDC sit with mentor)

2:00 - 3:30 Definitions (J.D. Waggoner responsible)

3:45 - 4:45 Concurrent Sessions
  (3 - see proposed list at end)

Tuesday:

9:00 - 10:15 John Bertot/Arno Lessner/John Hennen

10:30 - 12:00 COSLA
  Accountability issues - Local, State and Federal Issues
  Issues facing public libraries - Barratt Wilkins to work on this with COSLA

12:00 - 1:30 Keith Fields, Mass. St. Library

2:00 - 3:00 Mentor

3:00 - 4:00 Breakout Sessions
  3 different topics (see list at end)

4:00 - 5:00 Breakout Sessions

3 different topics (see list at end)

Wednesday
  Caucus
  Business Meeting

Breakout sessions proposed:
- GIS: Map View or Westat Project
- Use of FSCS data: E-rate, Gates Library Initiative
- NCES Peer Search
- WinPlus: output tables and using WinPlus
- Performance measures - majority/minority market: Christie Koontz, Dean Jue
- Community Networking
- Data Use and Advocacy for Public Libraries - Denise Davis or Agnes Griffin (AZ)
- Meet Denise Davis
- Getting your state's data on the WEB - Keith Lance

To do:

1. **Who** is to make arrangements for the meeting with the Chief Officers (StLAS Steering Committee) for Wednesday morning? Barratt Wilkins? Denise Davis?
2. **All Mentor's** are to contact SDC's about training needs after FY98 data is submitted.
3. **Mentors** to contact their SDC's for missing Metropolitan Status Code (list of states and libraries with missing data provided by Keith Lance).
4. **Dianne Carty** to contact Keith Fiels.
5. **Dianne Carty** will send copies of the Canadian electronic data survey to Denise Davis, J.D. Waggoner, Sondra Taylor-Furbee, Keith Lance and Libby Law.
6. **Adrienne Chute** is to report on legal and policy mandates for inclusion of data from Territories at the September meeting.
7. **Darla Cottrill** is to contact Pat Smith (Texas Library Assn.)re: hosting a reception, tour, etc... (alternative contacts Patty SDC & Ed ___. Also work with Denise Davis on heading for data on the WEB.
8. **Denise Davis**: Check on statistics for services for the blind. Also, work with Darla Cottrill on headings for data on the WEB.
9. **Keith Lance**: prepare the written rational, pro's and con's for Number of Central Libraries. Full-text document viewed via commercial databases, and full-text commercial document delivery.
10. **Keith Lance** will review the literature to identify what kind of statistics can be collected on an outgoing basis, what software is available to collected various electronic numbers, and survey a sampling of libraries (by size) to identify what they are currently collecting.
11. **Keith Lance** to prepare documents for proposed Electronic Data items (rationale, pro, con, and methodology).

12. **Keith Lance** to contact Christie Koontz and/or Dean Jue to do a breakout session on the project they and Keith have been working on (re PDA based collection of in library use data).
13. **Mary Jo Lynch** is to contact Glen Holt to do a general session (re IMLS funded project to measure the economic value of libraries).
14. **Libby Law** is to contact Naomi Krefman for wording for Recurring and Non-recurring funds income/expenditure.
15. **Kim Miller** is to post minutes to the Listserv.
16. **Kim Miller** to let Al Zimmerman know of states that did not send a representative to the 1999 Annual Workshop.
17. **J.D. Waggoner** to prepare documents for proposed administrative entity mailing address (rationale, pro, con, methodology).
18. **Barratt Wilkins** to contact David Price (WVA) about making a presentation to COSLA on the value of FSCS data.
19. **Al Zimmerman** is to survey the SDC's to determine best time of year to hold the 2001 Annual Training Workshop.
20. **Al Zimmerman** is to review the new SDC training notebook and present changes at September meeting.
21. **Al Zimmerman** is to contact Westat about problems associated with 1999 workshop: contacts with travel office, breakfast, and about rescheduling 2000 workshop to avoid conflict with PLA (or arranging for flights from San Antonio to Charlotte...) He will also ask about having the hotel offer conference rates to any attending the workshop who want to stay for a few extra days.
22. **Al Zimmerman** is to contact states about how well Mentor system is working?
23. **Al Zimmerman** is to contact Gerry Rowland about presenting session on Data Quality.

Not assigned:
Identify problems with measures with possible solutions.
Form a list of questions that SDC's can ask their network staff to address in preparation for collection of electronic data. Form a list of questions to be addressed by ISP.